

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST UGANDA	2. AGENCY USAID	3a. POSITION NO.
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4. REASON FOR SUBMISSION
☐ a. Redescription of duties: This position replaces

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

Position No.	(Title)	(Series)	(Grade)
<input checked="" type="checkbox"/> b. New Position			
<input type="checkbox"/> c. Other (explain)			

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Program Management Specialist MALARIA			
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE Vacant
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8. OFFICE/SECTION DO3 Team	a. First Subdivision DO3 Service Delivery Sub Team
b. Second Subdivision N/A	c. Third Subdivision N/A

9. This is a complete and accurate description of the duties and responsibilities of my position. TBD Typed Name and Signature of Employee Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. Kassahun Belay Typed Name and Signature of Supervisor Date(mm-dd-yy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. Typed Name and Signature of Section Chief/Head Date(mm-dd-yy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. Edward Michalski Sup. EXO Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION

This is a technical position to serve in the Health, HIV/AIDS and Education (DO3), at USAID/Uganda. The incumbent provides technical and professional leadership to plan, implement, monitor, and oversee mission supported malaria activities. The incumbent role includes planning, designing, organizing, directing, and coordinating development programs and monitoring and evaluation of activities implemented by NGOs, CBOs, UN agencies, and other partner organizations through grants, cooperative agreement and/or contracts. The incumbent will report to the USAID Senior Malaria Advisor under the Infectious Diseases Team Leader who is also under the Service Delivery sub-Team.

BACKGROUND:

The dynamic, diverse, and fast-paced Health, HIV/AIDS, and Education (HHE) office within the USAID/Uganda mission is seeking a Foreign Service National (FSN) Project Management Specialist (PMS) to provide support to the Mission's malaria control and prevention activities. The position is located in the Development Objective 3 (DO3) office. DO3 is the largest DO Team in USAID/Uganda, with 40 staff. There are three teams within the DO3 office – Education and Health Seeking Behaviors; Service Delivery; and Systems Strengthening. The job holder will sit on the Service Delivery Team. Together these teams manage a wide array of programs, many of which are cross-cutting and integrated in design. Each element of the portfolio contributes to the Global Health Initiative (GHI), seeking country-led health approaches that focus on integration of services, leveraging host country and other donor investments, strengthening health systems, a focus on women and girls, improved application of evaluation, innovation, and science and technology.

The office manages a \$230 plus million health portfolio and a range of projects in HIV/AIDS, TB, Health Systems, Malaria, Reproductive Health and Family Planning, Maternal and Child Health, Nutrition, and Emerging Pandemic Threats. The PMS is responsible to ensure that the Mission's malaria activities integrate with the broader DO3 health, HIV/AIDS and education activities in order to leverage resources and maximize impact.

The Service Delivery Team is a high performing group of 16 individuals including cross-cutting persons. The team includes a US Direct Hire (USDH) Team Leader, an FSN Deputy Team Leader, 9 FSN Project Management Specialists, a US Direct Hire, five TCNs, two FSN Office Managers, a CDC malaria advisor, and a Program Development Assistant. Together, the team manages activities totaling approximately \$ 100 million. The Service Delivery Program requires intensive multi-agency planning, extensive Government of Uganda (GoU) consultation, Technical Working Group alliances and consultation, and donor coordination at the program level.

SPECIFIC DUTIES

The USAID Project Management Specialist (PMS)-malaria is a key member of the USAID DO3 Service Delivery sub-Team. The PMS has responsibility for ensuring coordination of USAID funded malaria programs through a variety of governmental and non-governmental partners at national, district, and community levels.

The PMS will be responsible for program activities that work to strengthen improved delivery of malaria services to ensure that the program is aligned with national priorities, and strengthens existing systems and structures. The PMS will also ensure that USAID-supported programs implement innovative, high impact, scientifically proven, evidence-based interventions, and new technologies and approaches that will advance the national malaria

program goals and objectives, while at the same time continuously learning and adapting strategic approaches in accordance with the Mission's continuous learning and adaptability agenda.

The incumbent will ensure that the Mission's malaria programs are implemented in an integrated manner with other Mission's health, HIV/AIDS, education, and nutrition programs. The incumbent will also explore opportunities for collaboration with other Mission activities beyond DO3, especially DO2, in order to address non-health related causes of malaria.

14. Major Duties and Responsibilities (% of time)

A. Program Management: 25%

Provide oversight of activities related to malaria program in USAID/Uganda's cooperative agreements/contracts. Key program management activities include:

1. Provide sound technical advice that will strengthen the Mission's efforts in malaria service delivery in the public and private sector.
2. Participate in program management teams for DO3 malaria and integrated service delivery/technical assistance projects.
3. Participate in Mission review of technical proposals in the areas of malaria and integrated health service delivery.
4. Participate in the annual malaria operation plan (MOP) activities.
5. Evaluate the performance of IP organizations involved in malaria and integrated health service delivery activities.
6. Conduct periodic field visits to identify and assess the quality of services and the impact of program inputs, and to ensure regular communication with IPs and counterparts at all levels.
7. Monitor program resources allocated to malaria and health service delivery activities to ensure that they are being used effectively to implement their respective programs.
8. Collaborate with the USAID health communication programs to advance malaria advocacy, communication and social mobilization objectives.
9. Collaborate with USAID health system strengthening programs to ensure that system wide issues affecting malaria program implementation are addressed.
10. Exercise good judgment and discretion in resolving program-related issues and conflicts.
11. Report implementation obstacles to relevant DO3 team members, and make appropriate recommendations to resolve them.

B. Technical Oversight: 20%

1. Provide technical advice during USG discussions on integration of malaria in the broader DO3 programs.
2. Provide overall technical guidance and leadership on malaria to DO3 implementing partners, emphasizing evidence-based best practices.

3. Conduct and analyze program evaluations to redefine concepts and criteria for new and expanding programs.
4. Provide technical guidance and leadership on USAID/Uganda malaria activities.
5. Regularly monitor implementation through field visits, program reviews and reports.
6. Work with the national malaria control program to define the national research agenda on malaria.
7. Participate in strategic and policy level discussions involving malaria control and prevention.
8. Ensure integration of malaria in HIV, TB, nutrition and other relevant health services.

D. Oversight of Acquisition and Assistance Agreements: 15%

The incumbent will be designated by DO3 to oversee major malaria acquisition and assistance agreements, as Agreement Officer's Representative/Alternate, Activity Manager or a member of program management team, in the case of large complex awards. In this role, the incumbent will be required to review partner work plans, budgets, implementation activities, and reporting requirements as well as conduct field monitoring visits to ascertain progress, identify delays and develop solutions. In this role the incumbent will also be responsible for the following activities:

- Prepare required authorization documents for signature of the responsible Mission official, and track disbursements to program partners.
- Prepare and amend USAID documentation, including Action Memoranda, scopes of work, and budgets for assigned activities in a timely and efficient manner and consistent with USAID regulations and policies.

C. Perform Administrative and Management Duties: 10%

As a member of the Service Delivery sub-Team, the incumbent will be called upon to fulfill reporting, administration and documentation requirements of USAID. Such duties may include responding to inquiries from Washington; drafting narratives and developing budgets for the Mission's Operational Plan; drafting cables, and responding to information requests from USAID Washington, Office of the Global AIDS Coordinator, the Ambassador, US Congress, USAID Uganda Mission Director and others.

The incumbent will also participate in the planning and hosting of visits by delegations of high-level USG officials – preparing briefing papers, presentations as well as site preparations.

E. Coordination with key stakeholders: 25%

1. The PMS participates in national level technical, programmatic and policy meetings and consultations related to malaria with other donors, government officials and implementing partners.
2. The PMS ensures technical and programmatic synergy within USAID/Uganda supported malaria activities and between those of government and other development

partners by facilitating exchange of technical information and identifying and fostering opportunities for partnership on technical and programmatic activities.

3. Maintain close contact with relevant national, district and local government officials, particularly in focal areas regarding malaria, health and education HIV/AIDS service delivery.
4. Actively participate in the coordination between USAID, other USG implementers, and key stakeholders, involved in improving services in Uganda both in the public and private sectors.
5. Represent USAID on key malaria national level technical working groups including in Donors Partnership.
6. Maintain regular contact with professional counterparts at the national level.
7. Represent the interests of USAID program objectives, using both diplomacy and technical clarity in discussions related to program concerns and issues.

F. Other Duties: 5%

The PMS should expect adjustments in assigned duties and responsibilities within the larger DO3 team as needed.

15. Qualifications

A. Education: A Master's Degree in a public health-related field (including epidemiology and biostatistics) or a medical degree is required.

B. Prior Work Experience: At least 5 years of progressively responsible professional experience in clinical medicine or public health including specific experience in the field of communicable diseases including malaria. Experience working in health service delivery is particularly desirable. Work experience should include at least 3 years of planning, developing, implementing and managing public health programs in resource poor settings.

C. Language: Level IV (fluent) English language proficiency, speaking and writing is required.

D Skills and Abilities: Demonstrated ability to work well as a member of a high performing team is necessary. Ability to develop and maintain effective working-level and management-level contacts within service delivery activities of the government and NGOs; ability to work effectively with team and interagency environments; excellent computer skills including Word, Excel, database software, e-mail, and the internet; strong management skills, including financial management, administrative, and monitoring skills to track the performance of implementing

partners and activities; ability to present information, analyses, and recommendations in clear written and oral formats; and the ability to travel within Uganda.

16. Supervision/Reporting

The incumbent must function with substantial independence, with minimal supervision and mentoring. The incumbent is supervised by the Infectious Diseases Team Leader under the Service Delivery sub-Team and works collaboratively with other team members in the DO3 office.

Performance of the PMS will be evaluated in regards to the effectiveness in which he/she carries out the primary duties and upon the completion of annual work objectives established with the Infectious Diseases Team Leader.